

UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE

4400 DAUPHINE STREET

NEW ORLEANS, LOUISIANA 70146-5400



ORIGINAL

ForO 3900.4

G-5/RSD

16 Nov 00

FORCE ORDER 3900.4

From: Commander, Marine Forces Reserve

To: Distribution List

Subj: REQUIREMENT DOCUMENTS

Ref: (a) MCO P3900.15A  
(b) SECNAVINST 5000.1C (NOTAL)  
(c) MCO P5000.1C  
(d) OPNAVINST 5000.42C (NOTAL)

Encl: (1) Format for FMF Operational Need Statement (FONS)

1. Purpose. To establish uniform procedures for the preparation, initiation and staffing of requirement documents.

2. Background

a. The Commandant of the Marine Corps (CMC) assigned the Commander, Marine Forces Reserve (MARFORRES) the responsibility to document operational needs and provide input and comment on the material requirements of the Marine Corps Reserve.

b. Overall policy for systems acquisition and governing procedures for requirements documentation, research, development, testing, and evaluation are provided in references (a) to (d).

3. Policy

a. The Combat Development System (CDS) is an integrated system of processes and functions that produce and sustain integrated capabilities that meet the needs of the Marine Corps and the CINCs. The CDS continuously examines and evaluates current and emerging concepts and capabilities to improve and sustain a modern Marine Corps.

b. A "Requirement" is defined as an established need based on a validated deficiency justifying the timely allocation of resources to achieve a capability to accomplish approved military objectives, missions, or tasks. Only the CG of MCCDC through the Marine Corps' Combat Development System (CDS) can determine if a deficiency meets the necessary criteria to be considered a "Requirement".

ORIGINAL

c. Marine Corps requirement documents consist of the Mission Need Statement (MNS), and the Operational Requirements Document (ORD).

d. The MNS is an equipment acquisition document. It is a formatted, non-system-specific statement containing operational capability needs and written in broad operational terms. It describes required operational capabilities and constraints to be studied during the Concept Exploration and Definition Phase of the acquisition process.

e. The ORD is also an equipment acquisition document. It is a formatted statement containing performance and related operational parameters for the proposed acquisition concept or system.

f. A "deficiency" is defined as a shortcoming in some aspect of a required Marine Corps capability, as identified through analysis, assessment, or the formal studies program.

g. The FONS is a formatted statement of deficiencies. It provides all Marine Corps organizations with a method for inputting information into the CDS. The FONS provides the user an opportunity to state an operational need, to correct a perceived DOTES capability deficiency, or to improve a capability that impacts on mission accomplishment. FONS are submitted to the CG MCCDC (C 39) via the chain of command. The FONS will also be the primary document through which all Major Subordinate Commands (MSC's) will state a need for a training device to correct a deficiency in training. In addition, the FONS:

(1) describes the operational need and the essential operational characteristics desired.

(2) may include a proposed solution, such as a description of a locally procurable item or something available from another service.

(3) does not assure resourcing of any solution proposed; funding resources are not available to support a FONS, and its approval may necessitate reduction or termination of other programs in the same mission area.

(4) is submitted via Commander, MARFORRES to the CG, MCCDC (C 39) for validation. The CG, MCCDC (C 39) will provide at least an interim response indicating proposed action to the originator within 60 days of receipt of the FONS. The format for the FONS is contained in enclosure (1). The CG, MCCDC (C 39) will assess the operational need and, if validated, prepare the appropriate requirement document per reference (a).



16 Nov 00

5. Action

a. Major Subordinate Commands will:

(1) Provide comments and recommendations on requirement documents.

(2) Document operational needs by submitting a FONS to the CG, MCCDC (C-41) via the chain of command, MFR (G-5).

b. MFR Staff Sections will:

(1) Provide comments and recommendations on requirement documents.

(2) Document operational needs by submitting a FONS to the CG, MCCDC (C-41) via Commander, MARFORRES (G-5).

c. AC/S G-5 will:

(1) Act as a single point of contact for all requirement documents.

(2) Ensure staffing to all appropriate departments.

(3) Coordinate MARFORRES staff and MSC input for response to MCCDC.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



P. J. DULIN  
Chief of Staff

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FORMAT FOR  
FMF OPERATIONAL NEED STATEMENT (FONS)

1. Title. Provide a short descriptive name of the capability deficiency or need.
2. Mission/Task Description. Describe the specific mission or task to be accomplished. Identify the source of the mission or task. Indicate if the mission or task is to be performed in the present or the future.
3. Mission Need/Deficiency. Clearly describe the nature of the capability deficiency or capability improvement required. State the impact(s) on the mission if not resolved.
4. Cause Of The Deficiency. Describe the cause of the deficiency and the basis upon which it was identified. Categorize the deficiency in terms of DOTES (Doctrine, Organization, Training & Education, Equipment, and Support and Facilities). Address all relevant DOTES categories.
5. Proposed Solution. This section is optional. Briefly identify any proposed solutions in terms of the DOTES categories listed above. If a materiel solution is considered, address why non-materiel solutions are not feasible.
6. Timing And Priority. State when the deficiency must be resolved. Justify.
7. Point Of Contact. Rank, name, organization, phone, and e-mail address.

ENCLOSURE (1)



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P. J. DULIN  
Chief of Staff

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ForO 3900.4 Ch 1  
G-5/RSD

### FORCE ORDER 3900.4 Ch 1

From: Commander, Marine Forces Reserve  
To: Distribution list

Subj: REQUIREMENT DOCUMENTS

1. Purpose. To make pen changes to the basic Order.
2. Action. In the basic Order, where ever it reads "Combat Development System (CDS)" should be change to read "Combat Development Tracking System (CDTS)".
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

/s/

J. H. WATSON  
Chief of Staff

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